



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

HEAD STAFF NURSE

Class No. 004536

■ CLASSIFICATION PURPOSE

Under general direction, to plan and coordinate the activities for a unit of professional and para-professional nursing staff that are providing nursing care to adult and geriatric patients in a long-term rehabilitative or geriatric facility; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

All positions of this class are found in the Health and Human Services Agency. Incumbents are assigned to a long-term rehabilitative or geriatric facility. Incumbents in this class have first line supervisory and administrative responsibility for a unit of professional and para-professional nursing staff within a 24-hour/7-day a week facility. This class differs from the next higher-level class, Supervising Nurse, in that the latter supervises several nursing units through a subordinate first line supervisor and has clinical responsibility for nursing services. This class differs from the next lower level class in this series, Staff Nurse II, in that the latter is the journey level class providing direct nursing care to patients.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Organizes, schedules, evaluates and supervises the work of professional and para-professional nursing staff.
2. Guides and trains staff in nursing procedures.
3. Cooperates and coordinates with treatment efforts of other units and disciplines.
4. Promotes employee training in order to improve patient care and treatment.
5. Promotes effective inter-personal relations among staff, patients, and public.
6. Orients new employees to current practice and procedure.
7. Collaborates with nursing educators in the training of students assigned for clinical experience.
8. Maintains records and prepares reports.
9. Assists nursing management in administrative duties.
10. Requisitions supplies and equipment.
11. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of nursing (anatomy, physiology, microbiology, social and legal aspects of nursing, nutrition and pharmacology).
- Medical procedures, medications, and equipment in current use.
- Patient safety and facility security policies and procedures.
- Emergency medical procedures.
- Common illnesses, diseases, disabilities, injuries and behavior patterns.

- Motivation and rehabilitation techniques.
- Principles and practices of community disease control, health prevention and promotion.
- Principles of interviewing, teaching and counseling.
- Principles of emotional, intellectual and physical aspects of health and nutrition.
- Program policies and procedures of hospitals, mental health facilities, and public health clinics.
- Community resources and services relevant to healthcare.
- Computer software programs and applications.
- Principles and practices of general training.
- Principles and techniques of supervision and training.
- Federal, state and local legislation and regulations related to psychiatric, geriatric and/or rehabilitative patient care and treatment.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assign, schedule, review, and evaluate the work of nursing personnel.
- Provide training and leadership to nursing staff.
- Coordinate patient care and treatment with other units and staff of various disciplines.
- Respond appropriately to medical and institutional emergencies.
- Develop nursing care plans.
- Maintain accurate records, charts and reports on patient/unit activities.
- Observe, access, and evaluate patients' behavior, medical condition and care.
- Communicate effectively, orally and in writing.
- Compile information and prepare reports.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is three (3) years registered nursing (RN) experience, one (1) year of which was spent in a specialized long-term rehabilitative or geriatric facility.

Note: A bachelor's degree from an accredited college or university, or certified equivalence for foreign studies in nursing can substitute for one (1) year of required experience; a master's degree from an accredited college or university, or certified equivalence for foreign studies in nursing can substitute for two (2) years of required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Occasional: sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Must be able to lift up to 11 lbs., and occasionally 70 lbs. Operating assigned equipment and machinery.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse license is required at time of application.

Certification/Registration

Valid CPR card is required at time of appointment and must be maintained throughout employment.

Working Conditions

May be subjected to contagious disease and verbal and physical abuse from patients.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: July 22, 1980
Revised: June 16, 2000
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